

Purchasing Update

Division of Purchasing
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November 20, 2008

"Thanksgiving Day is a jewel, to set in the hearts of honest men; but be careful that you do not take the day, and leave out the gratitude."
E.P. Powell



THE DIVISION OF PURCHASING (DOP) PURCHASING OFFICE

DECEMBER 15 – 19, 2008

The Division of Purchasing will be packing and moving during this week. We will re-open in our new location downtown in the LBJ Building behind the State Capital.

Our phone service and e mails will be taking messages for us on December 19, 2008. We will respond to those messages the following week.

We appreciate your understanding and you can all help us by postponing your bid proposals and requests during that week.

Please note that 12/23/08 will be the first day for bid openings at the new location.

TRAINING CLASSES

The Division of Purchasing will be offering a training class for "Developing and Managing a Request for Proposal (RFP) December 4, 2008. There is room for additional registrations at this time.

Please register no later than Monday, December 1, 2008. Please give me a call at 208-332-1612 or send an e mail for more information. pearl.smith@adm.idaho.gov

A full schedule for the RFP classes in other areas of the State will be posted soon.

The Developing and Managing a Request for Proposal (RFP) training class is designed for procurement professionals that are entrenched in the competitive process. This in-depth study of RFP's, from development through evaluation, will be enlightening. Major topics to be covered include; managing the process, evaluating submissions, negotiations and an overview of the subsequent contract. Those interested in gaining a thorough understanding of the process and its implications for successful procurement should be encouraged to attend. Team leaders, committee members, contract administrators and procurement managers and any other procurement professional interested in achieving "best value" during this acquisition process should register.

There is no cost to attend these seminars. Please call our office at (208)-327-7465 if you need additional information. Please register (class size is limited) online, under the State Buyer Training link at: www.adm.idaho.gov/purchasing

PURCHASING WORKSHOP'S

The next Semi-Annual Purchasing Workshop is being tentatively planned for the Lewiston area next January or February 2009.

Please let us know if you have a particular subject you would like addressed, a vendor or visitor you would like to invite. We are always open to suggestions and ideas.

POLICY DIRECTIVE NO. 08-1

Raises the bid limit to \$75,000 for State Employees Education, Training and related Expenses.
EFFECTIVE OCTOBER 20, 2008

Policy Directive No. 01-1, dated October 1, 2001, is hereby rescinded and replaced by Policy Directive No. 08-1, dated October 20, 2008.

Pursuant to Idaho Division of Purchasing Rule 42.10 (IDAPA 38.05.01.42.10), a determination has been made that competitive solicitation procedures are impractical, disadvantageous, and unreasonable when applied to:

1. The infrequent purchase of less than \$75,000 for State employee education or training related travel (bus, car, plane, etc.) to include associated costs for lodging (hotel/motel, rooms, food, etc.), meeting rooms, and seminar/workshop expenses.
2. The infrequent purchases of less than \$75,000 for services from firms or individuals providing on-site education and/or training to State employees.

The requirement for soliciting quotes pursuant to statute and rules for these requirements for purchases of less than \$75,000 is waived. Purchasers are cautioned to use prudent business judgment and/or informal price quotation procedures when possible or practical. The goal is to maximize the value of the benefit commensurate with the degree of effort, time available, and price reasonableness.

This exemption shall be effective until this policy directive is rescinded or replaced.

STATEWIDE CONTRACTS

For a complete listing and copies of the Statewide contracts, visit our website at: www.adm.idaho.gov/purchasing

If you would like to participate or have input to offer as Statewide Contracts are re-bid, please e mail the Respective Purchasing Officer.

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov